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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
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Dear Supervisors:

AUTHORIZATION TO USE INFORMATION TECHNOLOGY FUNDS (ITF) TO SUPPORT VARIOUS DEPARTMENTAL INFORMATION TECHNOLOGY PROJECTS (ALL DISTRICTS - 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the use of \$698,500 from the Information Technology Fund to support the Office of Public Defender's project – *Electronic Document Management System (PDEDMS)*.
2. Approve and authorize the use of \$602,800 from the Information Technology Fund to support the Department of Registrar-Recorder/County Clerk's project – *Countywide Address Management System (CAMS)*.

PURPOSE OF RECOMMENDED ACTION

In their October 24, 2005 meeting, the ITF Executive Committee voted to recommend support of two project proposal awards from the Information Technology Fund. Your Board's approval of the recommended actions will provide a total of \$1,301,300 in funding to support these projects.

Implementation of Strategic Plan Goals

The Public Defender Electronic Document Management System (PDEDMS) proposal is consistent with the County's Strategic Plan in supporting Goal 3 – Organizational Effectiveness and Goal 4 – Fiscal Responsibility.

The Department of Registrar-Recorder/County Clerk's Countywide Address Management System (CAMS) proposal is consistent with the County's Strategic Plan in supporting Goal 3 – Organizational Effectiveness.

JUSTIFICATION

On October 24, 2005, the ITF Executive Committee voted to recommend Board approval of the departmental technology projects described below:

Public Defender Electronic Document Management System (PDEDMS)

A State Bar Rule requires that case files remain available to the clients during their lifetimes. This obligation is underscored by the fact that case files contain information which can be crucial to the proper defense of the clients in subsequent prosecutions. The Office of Public Defender does not currently have the ability to digitally archive any of its paper documents/case files, and their records are dispersed throughout the County in inadequate storage facilities that have been plagued by rodent infestation, vandalism, and flooding.

The ability to store and retrieve client case files is becoming increasingly difficult due to the volume of case files, the demand for immediate access to them, and the lack of centralized storage facilities and personnel to obtain the closed case files. Office of the Public Defender proposes to address its storage and retrieval problem by leasing a warehouse for centralized old case file archives and implementing an electronic document system to store all new closed cases to increase its operational efficiencies and to enhance its decision making.

Countywide Address Management System (CAMS)

Thomas Bros. Maps (TBM) has long used Geographic Information Systems (GIS) to maintain the spatial data layers needed to create the Thomas Guide map books. The most important layer in the TBM data set is the street centerline file, known as the transportation layer (TRNL).

In 1999, the County embarked on a project to develop and maintain a system for updating its own street centerline file, based on the current version of TRNL. To facilitate this endeavor, the County licensed a copy of Thomas Bros. Maps' TRNL maintenance tools and used it as the foundation for a more comprehensive software implementation called the Transaction Update System (TUS).

The Department of Registrar-Recorder/County Clerk proposes to replace the TUS system with the new Countywide Address Management System (CAMS). Utilizing state-of-the-art GIS technology, CAMS better supports enterprise maintenance and redesigns and expands the address data model by supporting a wider variety of location information, address points, and landmarks. It also allows for a vendor-independent database design that may be populated by one or more sources of street and address data points.

In addition, CAMS will provide full support for distributed, multi-user editing of CAMS data and will be highly portable to other departments, cities, and agencies in the County. It will encourage wider interdepartmental maintenance and usage of CAMS street centerline and address data as a shared resource, and will integrate and streamline many redundant street and address data sets and work flows that exist throughout the County. The CAMS database will also include a new data model that will solve addressing limitations in TUS and support more sophisticated address maintenance capabilities.

FISCAL IMPACT/FINANCING

Following approval by your Board, \$1,301,300 will be awarded from the ITF to support the two recommended projects. The PDEDMS project is also supported by a matching County Productivity Investment Fund Grant in the amount of \$698,500.

Maintenance costs for these projects are the responsibility of the individual departments. These recommended actions will not require additional net County cost.

There are no other fiscal impacts.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

There are no legal requirements or prohibitions related to these recommended actions.

IMPACT OF CURRENT SERVICES

Public Defender Electronic Document Management System (PDEDMS)

This project meets the Department's IT mission of providing and maintaining automated tools. It will prevent the accidental loss of files through natural disaster and permit full compliance with all legal requirements, thus avoiding liability. The Department will be able to incrementally build an electronic document management system for both inactive and active cases which will improve the quality of Public Defender

representation. Also, the project will lay the foundation for a later possibility of converting existing closed files into electronic format and ultimately eliminating the need for a physical warehouse, a cost elimination benefit. Other benefits include:

Increased Operational Efficiencies – Digital archiving will permit timely preparation of work by accomplishing the following:

- Reducing the time spent obtaining information from days to minutes;
- Minimizing repetitive record keeping process;
- Improving the morale and productivity for record keeping personnel by reducing the number of repetitive tasks as a result of one-time data entry; and
- Eliminating the time spent by staff delivering old case files to various offices within the County.

Enhanced Decision Making – Digital archiving will provide attorneys and investigators with better access to historical information to make more informed decisions.

Countywide Address Management System (CAMS)

This project will provide Los Angeles County greater ability to represent street and address data as it is in the real world. With this capability, the County will better meet its own information and business process needs, and will improve its services to the public. In particular, use of address points will greatly enhance the accuracy of address and other non-address locators (landmarks, intersections, etc.) in the County and will establish a powerful framework for linking other County address-based data and documents, thus, aligning our data more closely with Census Bureau spatial and demographic data, and providing unprecedented address location accuracy to support emergency operations management and public safety dispatch.

The major benefits include:

- Increased automation and productivity using new technology;
- Improved interdepartmental work flow and data quality control;
- Friendlier user interface and faster performance;
- Improved address data model and data vendor independence;
- Greater agency participation, data sharing, and standardization; and
- Foundation for future applications and functionality that improve County services to the public.

CONCLUSION

Your Board's approval of the recommended actions will authorize the use of ITF funds in the amount of \$698,500 to Office of Public Defender and \$602,800 to Department of Registrar-Recorder/County Clerk for their technology projects.

All ITF Grant recipients are required to provide a bi-monthly status report to the Chief Information Officer and projects are established in the I/T Project Tracking and Status System (ITTS), monitored by the Chief Information Office.

Respectfully submitted,



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Chief Information Officer

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